

JOB DESCRIPTION

JOB TITLE: Natural Resource Intern

DEPARTMENT: Meskwaki Natural Resources

CLASSIFICATION: Non-exempt

DUTIES AND RESPONSIBILITIES:

- Assist staff in the daily operation of all MNR field activities
- Conduct biological monitoring, assessment surveys, and /or restoration projects
- Collect and organize data for monitoring Tribal natural resources
- Maintain and organize department equipment
- Assist with maintaining and further developing GPS/GIS databases
- Assist in the development and implementation of outreach and education activities including events and print/electronic media
- Assist in management of tribal buffalo herd and buffalo area: mowing, fence repair, removal of trees etc.
- Assist in all forms of land restoration
- Attend training and meetings as appropriate to assigned responsibilities
- Develop and maintain a positive working relationship with a variety of State, federal, and non-governmental agency representatives and the general public living on and near the Sac and Fox Settlement
- Other duties as assigned

REQUIREMENTS:

- High School Diploma or equivalent required. Applicants must be currently attending (or in process of) a college or university to earn a Bachelor's Degree in a Natural Resource Management or Environmental Discipline
- Must possess a valid driver's license and be insurable
- Preferred working knowledge of
 - Land management planning
 - Indoor/outdoor Air Quality
 - Groundwater/Surface Water
- Preferred experience in working within the Native American Community and/or knowledge of the Meskwaki culture and the Sac & Fox Settlement
- Preferred knowledge of basic:
 - Flora & Fauna identification
 - Iowa land structure and history
- Ability to operate power tools and machinery: Tractors, ATV's, UTV's, all mowers, drills, chainsaws etc.
- Analytical and problem solving skills
- Effective written, verbal and listening communication skills
- Preferred ability to operate the following computer programs: Word, Access, Excel, Outlook, ArcGIS
- Physical ability to collect field data, to work in all weather conditions and to lift 50-lbs on a daily basis
- Must successfully pass a background investigation

SUPERVISION:

- Supervised by the Natural Resource Program Leader

SALARY:

- Annual salary range: \$13.00/hr